

	<div>Montana Operations Manual</div> <div><i>Policy</i></div>	Policy Number	1-97-4-1
		Effective Date	May 4, 2005
		Last Revised	September 22, 2011
Issuing Authority	Department of Administration		
Firearms Possession and Storage			

I. Purpose	2
II. Scope	2
III. Introduction	2
IV. Definitions	2
V. Prohibitions	2
VI. Exceptions	2
VII. Violation of Policy	3
VIII. Administrative Use	3

I. Purpose

Policy 100 provides direction for employee possession and storage of firearms in state-owned and state-leased buildings and vehicles.

II. Scope

This policy applies to all state agencies and institutions, excluding the Montana University System and Office of the Commissioner of Higher Education.

III. Introduction

The increased violence that has filtered into workplaces throughout the United States has become a significant concern for many people employed by the State of Montana. Violence and threats of violence in the workplace often have devastating effects on the productivity of agencies and on the quality of life of employees. It is the desire of the State of Montana to provide a safe and healthy work environment for its employees. This policy addressing employee possession and storage of firearms in state-owned and state-leased buildings and vehicles is intended to help promote a safety and healthy work environment.

IV. Definitions

The following definitions apply to this policy:

- A. "Employee" means a person who provides services with or without compensation to an agency within the executive branch of state government, excluding a unit of the Montana University System or the Office of the Commissioner of Higher Education. The term includes volunteers and contractors.
- B. "Firearm" means a weapon that is designed to or may readily be converted to expel a projectile by the action of an explosion in the frame or receiver of the weapon.

V. Prohibitions

Except as provided in Section VI., an employee while on state business may not carry a firearm on his or her person or carry or store a firearm in a state-owned or leased building or vehicle unless the employee:

- A. is specifically authorized by state or federal law to carry a firearm as a condition of employment;
- B. is in actual service as a member of the National Guard; or
- C. is engaged in firearm instruction or field work in which a firearm is carried for use associated with the discharge of official state business.

VI. Exceptions

- A. The Governor may grant a written exception to this policy for a particular employee or class of employees.

- B. An employee may carry or store a firearm in a state-owned or state-leased building if the building is the employee's residence.

VII. Violation of Policy

A violation of this policy may result in disciplinary action up to and including termination of employment.

VIII. Administrative Use

History Log	
Approved Date:	January 20, 1998
Effective Date:	January 20, 1998
Change and Review Contact:	<u>Brett Dahl</u>
Review:	Event Review: Any event affecting this policy may initiate a review. Such events may include a change in statute, key staff changes or a request for review or change.
Scheduled Review Date:	Five years from Effective Date
Last Review/Revision:	December 19, 2011
Changes:	